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SS-08-034 Surplus Electronic Media Disposal

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PURPOSE

Information systems capture, process and store information using a wide variety of media. This information is not only located on the intended storage media but also on devices used to create, process or transmit this information and requires special disposition in order to mitigate the risk of unauthorized disclosure of information and to ensure its confidentiality.

Deleting and reformatting media leaves behind residual magnetic, optical, electrical or other representations of data which may allow unauthorized individuals to reconstruct the data and potentially gain access to sensitive information.

When storage media are transferred, become obsolete or are no longer usable or required by an information system it is important to ensure that residual representation of sensitive data is not easily recoverable.

STANDARD

When no longer required, the contents of surplus storage media (e-surplus) shall be certified as destroyed or unrecoverable (sanitized) in accordance with applicable State, Federal or agency record retention requirements and DOAS Electronic Equipment Disposal Policy.

Sanitization or destruction of all surplus or vendor return electronic media shall be documented and certified, in writing, by the Agency head or designee.

Delegation of certification authority shall be in writing from the agency head and shall remain on file available upon request.

Certification records shall be retained as part of the IT property management program and shall include what media was sanitized/destroyed (serial numbers, manufacturer, mode etc), date of sanitization, data classification, sanitization method (clear, purge, destroy) and final disposition (vendor return, resale, donate etc).

RELATED ENTERPRISE POLICIES, STANDARDS, GUIDELINES

[Media Controls \(PS-08-026\)](#) [7]

[Media Sanitization ? Vendor Return \(SS-08-035\)](#) [8]

REFERENCES